



## The Organization

The Town of Los Gatos is a general law city operating under the Council/Manager form of government. The Town Manager and Town Attorney are appointed by and directly report to the Council. The Town's 210 full and part time employees are organized into the following departments: Parks & Public Works, Community Development, Police, Library, and Administrative Services (Town Manager's Office Administration, Clerk Administration, Finance, Information Technology and Human Resources). The Town's proposed fiscal year 2017/18 General Fund budget is approximately \$39.3 million.

## The Community

Nestled in the base of the majestic Santa Cruz mountains, located about 60 miles south of San Francisco, Los Gatos offers a small town charm with a high level of community pride. With an approximate population of 31,000, Los Gatos is a unique community offering natural beauty that inspires a healthy lifestyle. Los Gatos has a strong economic presence, with an award-winning downtown that offers unique shopping and dining, as well as local and regional favorites.



# Town of Los Gatos



Join the Town

Invites applications for

## Administrative Technician

Open Until Filled

**Salary Range: \$29.66—\$38.44**

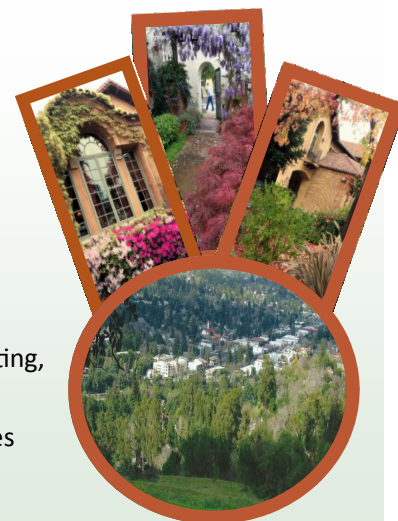
**Plus an additional 5% confidential premium**

Placement within the range depends on qualifications.

Salary Range will increase 2.5% effective July 2017.

## The Department

The Finance Department provides staff support to assure fiscal accountability to the public with its' core services of providing financial oversight, and administering accounting functions for all of the Town's funds and accounts. The Department coordinates the annual financial audit, and assists in the preparation of the Comprehensive Annual Financial Report (CAFR). The core functions of the Finance Department consist of Budgeting, Accounting, Payroll, Accounts Payable, Business Licensing, and Accounts Receivable. The Department also ensures compliance with the Town's Purchasing and Risk Management fund activities.



## The Position

The **Administrative Technician** performs a range of technical and advanced administrative support duties in the Finance Department. The nature of the work performed involves complex procedures, financial management systems, and records support functions. The position may also directly support professional staff in the administration of projects and in the coordination of programs, such as; the annual budget development process. The main functions assigned to the position will be the administration of the Business Licensing Program and Accounts Receivable. In addition, the position will serve as backup support for Payroll.

To view the job description of the position, please [click here](#).

The position is a confidential, at-will, non-exempt classification.



# Small Town Service, Community Stewardship, Future Focus







## Compensation and Benefits

The salary range for the position is **\$29.66 - \$38.44** hourly and will increase by 2.5% effective July 2017. This position also receives an additional 5% confidential premium.

The Town offers an attractive benefits package which includes:

**Retirement:** Public Employees' Retirement System 2% @ 60 plan for qualified "classic employees" as defined by CalPERS; 2% @ 62 plan for "new members".

**Retiree Medical:** The Town provides a substantial contribution toward the purchase of CalPERS medical insurance for employees who retire from the Town on or after age 50; contribution increases based on eligible dependents covered on the retiree's medical plan.

**Health Care:** The Town provides a generous employer contribution toward the purchase of medical, dental, and vision coverage; employees may waive coverage and receive a cash allocation up to \$400 per month.

**Insurances:** \$50,000 Town-paid term life insurance; short-and long-term disability insurance; employee assistance plan.

**Paid Leaves:** 10 days vacation accrual; 12 days sick accrual; 3 days personal leave; and 10 holidays per calendar year.

**Section 125 Flexible Spending Accounts:** Voluntary pretax employee contributions up to \$2,600 for health care expenses and up to \$5,000 for dependent care expenses per year.

**Deferred Compensation:** The Town offers an optional 457 Plan through ICMA.

## Our Ideal Candidate

**Dedicated Finance Professional** – Possesses a strong work ethic and integrity when handling financial and accounting responsibilities.

**Detailed-Oriented** – Has an eye for details and is thorough and accurate when working with financial data records.

**Customer Focus** - Is a people-person who is able to establish and maintain effective working relationships with Town Staff, business entities, governmental agencies, and the general public to provide and receive information.

**Interpersonal Skills** - Exhibits the ability to effectively and courteously interact with others, maintain productive working relationships, constructively engage in group problem solving, and thrives on working collaboratively with others.

**Multi-Tasker** - Is able to deal with a variety of assignments with excellent organization, prioritization and time management skills.

**Exceptional Communicator** – Expresses his/her ideas clearly and concisely both orally and in writing, plus has the ability to be sensible, respectful, and patient with customers and members of the business community.



## Education and Experience

- Three (3) years of complex and varied administrative and technical financial experience is required.
- Experience in government and a Bachelor's Degree from an accredited college or university are highly desirable.

## Application and Selection Process

This is an open until filled recruitment with a first review of applications on **June 12, 2017**.

### Tentative Recruitment Schedule:

Oral Panel Interview: June 22, 2017

Anticipated Start Date: July 2017

All applications received by June 12th will be given priority in the screening process. Applicants are encouraged to apply early as this recruitment may close at any time after the first review of applications. To be considered for this unique and exciting career opportunity, please click [here](#) to apply and submit responses to the required supplemental questionnaire. Candidates whose background best match the position will continue in the selection process. Meeting the minimum qualifications does not guarantee continuation in the process.

*Equal Opportunity Employer (EOE). Reasonable Accommodations: Please call (408) 399-5739 at least five (5) days in advance of the selection process. The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.*